

RHODE ISLAND ASSISTED LIVING ADMINISTRATOR BOARD

MINUTES OF MEETING

17 May 2007

Open Session

The Open Session of the Assisted Living Administrator Board (Board) was called to order at 9:05 a.m. on the above date in Room 104, Cannon Building, Three Capitol Hill, Providence, Rhode Island, pursuant to the applicable provisions of the Open Meetings Law, so called, and other applicable provisions of the General Laws of the State of Rhode Island, as amended. A quorum was established.

Members in attendance: James Flanagan, Carol Hamel, Jean Costa, Karen Peck, and Mark Lescault and Catherine Davis Members not in attendance: Helene Soucy Staff in attendance: Michelle A. Arrighi, Board Administrator and Mike Simoli, Systems Project Manager.

The Board did review and approve the minutes of the October meeting and did not approve the November minutes as they need correcting.

Michael Simoli joined the meeting at this time to discuss the details of conducting a continuing education audit. He provided samples of letters and statistics related to an audit conducted by the Board of Nursing. He discussed, in detail, what the audit would involve and

the Board's need to determine their level of participation. It was determined that the Board would audit ten (10%) of the population as well any licensees that have been disciplined and recommended to complete education classes as part of their discipline since the last renewal cycle. The Board would also like a letter to be mailed to all active licensees alerting them to the fact that this audit will be conducted in 2008. The Board would like to adopt a policy to audit licensees every renewal period. A motion was made and seconded to approve this policy and process.

The initial sample letter will be generated and presented to the Board at its next meeting.

The Board also discussed adopting a policy to pro rate continuing education units. However, legal counsel was consulted and this would have to be adopted through regulation. They also questioned, when an applicant seeks licensure through Endorsement, can evidence of CE's be requested. That would also have to be through regulation.

The following applications were reviewed and approved:

Patricia Hemond Linda Parker Jodi Vento

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The meeting adjourned at 10:25 a.m. The next meeting is scheduled for 16 August 2007 at 9:00 p.m. in room 104, Department of Health.

Respectfully submitted,

Michelle A. Arrighi

Board Administrator

Health Professions Regulation